

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



April 16, 1987

ALL-COUNTY LETTER NO. 87-54

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide time study instructions for the April - June 1987 quarter. Included are instructions related to the Refugee Demonstration Project (RDP), and Central Data Base (CDB) time study efforts.

In addition, counties are aware that clerical and administrative staff will be participating in a special time study during the May 1987 time study month. Information and instructions relating to this time study test were issued in All-County Letter (ACL) 87-47.

Eligibility and Nonservice Time Study (DFA 43)

Refugee Demonstration Project

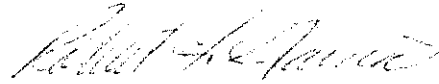
The Eligibility and Nonservice Time Study (DFA 43) has been revised for the May 1987 time study period by including on line 56, Refugee Demo Project (Elg). On this line, record all time spent performing eligibility determinations and grant maintenance functions for RDP-FG/U recipients during the first 31 months following the date of entry in the United States. Also, include all time spent performing Medi-Cal and Food Stamp functions for linked-cash grant RDP-FG/U cases.

Central Data Base Time Study Efforts

Questions have been raised by some counties regarding the need for time studying activities associated with the CDB. Counties were instructed in their CDB approval letters to maintain accurate support documents, such as time records, to substantiate the efforts of individuals performing CDB related activities. This instruction was necessary in order to identify the time of county welfare department (CWD) non-electronic data processing (EDP) staff performing development activities on the CDB during the 1984/85 and 1985/86 fiscal year. This information will be used to support the supplemental CDB claims submitted for the 1985/86 fiscal year as set forth in ACL 87-26 which covered supplemental claiming instructions for the Statewide Automated Welfare System (SAWS), including the CDB.

Beginning with the July - September 1986 quarter, counties are required to time study the efforts of CWD non-EDP staff performing developmental work for any EDP project on the DFA 48 (for all other EDP) or the DFA 48A (for SAWS EDP), in accordance with instructions contained in ACL 86-73. This new time study procedure, combined with the new schedules for claiming SAWS EDP costs established with ACL 86-92, allow for the reporting of all SAWS EDP related costs. Therefore, with the 1986/87 fiscal year, special time records are no longer necessary for the CDB developmental activities performed by non-EDP staff. Counties will be eligible for reimbursement of CDB costs based on the SAWS EDP expenditures reported on the DFA 325.1AA and 327.11B up to the amounts approved.

There are no other time study changes for the April - June 1987 quarter. If you have any questions or need additional information, contact the Fiscal Policy and Procedures Bureau at (916) 445-7046.


ROBERT L. GARCIA
Acting Deputy Director
Administration

cc: CWDA